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EXTRAORDINARY

PART I—Section 1

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MINISTRY OF COMMUNICATIONS

Indian Airlines Corporation

NOTIFICATION

New Delhi, the 16th April, 1955

No. 7-CA(5)/55.—In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of Section 45 of the Air Corporations Act, 1953 (27 of 1953), the Indian Airlines Corporation, with the previous approval of the Central Government, hereby notifies the following regulations, which have come into force from the 1st January, 1955. These regulations may be called the Indian Airlines Corporation Employees Rules of Conduct and Disciplinary Procedure, 1955.

1. The Corporation expects an employee to conduct himself at all times in a manner which will enhance the credit of the organisation.

2. An employee is a whole-time servant of the Corporation and shall not, directly or indirectly, engage in any other business, occupation or employment and shall not accept any fees, emoluments, commission or honoraria whatsoever from any other party.

3. An employee shall not, without the previous sanction of the Corporation, accept directly or indirectly on his behalf or on behalf of any other person or permit any member of his family so to accept any gift, gratuity or reward or any offer of such a gift, gratuity or reward.

4. An employee whether on leave or in active service shall not, without the previous sanction of the Corporation, take part in the promotion, registration or management of any commercial enterprise.

5. An employee shall not, unless specifically empowered by the Corporation in this behalf, communicate directly or indirectly to any outside party including the Press any document or information which has come into his possession or of which he has secured knowledge in the course of his official duties.

6. An employee shall not speculate in investment nor shall he engage in any trade or business or undertake any other employment provided that he may, with the previous sanction of the Corporation, undertake occasionally work of a purely literary or artistic character without detriment to his normal duties.

7. An employee shall avoid habitual indebtedness and shall be liable to discharge on being adjudged or declared insolvent unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.

8. An employee who applies to be, or is, adjudged or declared insolvent shall forthwith report the fact to his departmental head.

9. An employee shall not take part in or associate himself with or subscribe in aid of or assist in any way any political or communal organisation.

10. Without prejudice to the generality of the term 'misconduct' it shall be deemed to include the following acts of omission and commission:—

- (1) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- (2) Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- (3) Wilful slowing down in performance of work, malingering or abetment, or instigation thereof.
- (4) Theft, fraud and dishonesty in connection with business or property of the Corporation.
- (5) Taking or giving bribes or any illegal gratification.
- (6) Absence without leave for more than 8 consecutive days or over-staying ~~the sanctioned leave~~ without sufficient grounds or proper or satisfactory explanation within a week from the date of termination of leave sanctioned.
- (7) Late attendance on more than 4 occasions within a month.
- (8) Breach of any standing order or any law or rules applicable to the establishment.
- (9) Collection without the permission of the Manager or the head of the department of any money within the premises of the establishment except as sanctioned by any law of the land or rules of the Corporation for the time being in force.
- (10) Engaging in any business or trade within the premises of the establishment.
- (11) Drunkenness, riotous disorderly or indecent behaviour on the premises of the establishment.
- (12) Neglect of work or negligence or gross negligence of a serious nature.
- (13) Commission of any act subversive of discipline or of good behaviour on the premises of the establishment.
- (14) Breach of any rule or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the establishment.
- (15) Frequent repetition of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.
- (16) Wilful damage to work in process or to any property of the Corporation.
- (17) Interference with any safety devices installed in or about the establishment or any airport or aerodrome.
- (18) Refusal to work on another job or another machine or to show gate passes or identity cards or to be searched.
- (19) Canvassing for union membership or the collection of union dues within the premises of the establishment during working hours except in accordance with any law or with the permission of the Manager or head of the department.
- (20) Holding meetings inside the premises of the establishment without previous permission of the Manager except in accordance with provisions of any law for the time being in force.
- (21) Distribution or exhibition within the boundaries of the establishment of any newspapers, hand bills, pamphlets, or posters without the previous sanction of the Manager.
- (22) Disclosure to any unauthorised person of information relating to the Corporation's business or to defence measures.
- (23) Gambling within the premises of the establishment.

- (24) Smoking within the premises of the establishment, where it is prohibited.
- (25) Sleeping on duty.
- (26) Failure to inform the Medical Officer of Health of his suffering from a notifiable or contagious disease.
- (27) Conviction in any court of law for any criminal offence involving moral turpitude.
- (28) Giving false information regarding name, age, father's name, qualification, ability or previous service and experience at the time of employment.
- (29) Leaving work without permission after clocking in.
- (30) Purchasing properties, machinery, stores, etc., from or selling properties, machinery, stores, etc., to the Corporation without express permission in writing from the Chairman.
- (31) Unauthorised removal or defacement of notices on the Corporation's notice boards.
- (32) Carelessness.
- (33) Laziness and inefficiency.
- (34) Bad time-keeping.
- (35) Quarrelling.
- (36) Extortion.
- (37) Interference with the work of other employees.
- (38) Bad and careless work.
- (39) Conduct in private life prejudicial to the reputation of the Corporation.
- (40) Threatening.
- (41) Sale of tickets for lotteries or raffles.
- (42) Committing nuisance, etc., etc.
- (43) Abetment of or attempt at abetment of any of the above misconducts.
- (44) Insolvency.

DISCIPLINE

11. The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed upon the employees of the Corporation:—

- (a) Censure.
- (b) Fine as provided in the Payment of Wages Act.
- (c) Withholding of increments or promotions.
- (d) Reduction to a lower grade or to a lower stage in a time-scale.
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by the negligence, default or breach of orders of the employee himself or of another employee for whom he has stood surety.
- (f) Suspension.
- (g) Removal from the service of the Corporation (with or without retirement benefits).
- (h) Dismissal (without retirement benefits).

Explanation: The discharge—

- (a) of a person appointed on probation, during the period of probation;
- (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment or earlier.
- (c) of a person engaged under contract, in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of this rule.

12. The power to impose penalties described in Rule 11 shall reside in such officers as may be appointed by the Corporation in that behalf.

13. No punishment of any kind shall be imposed on an employee by an authority lower than that which exercises the power of making the appointment to the category/grade concerned.

14. No order concerning discipline, as defined in Rule 11, shall be passed on an employee (other than an order based on facts which led to his conviction in a court of law), unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself, provided that an employee may be placed under suspension at any time pending enquiry by an officer duly authorised in that behalf by the Corporation. Such an employee shall, when under suspension, receive such pay and allowances as may be laid down from time to time.

SADASHIVA PRASAD, Secy.